



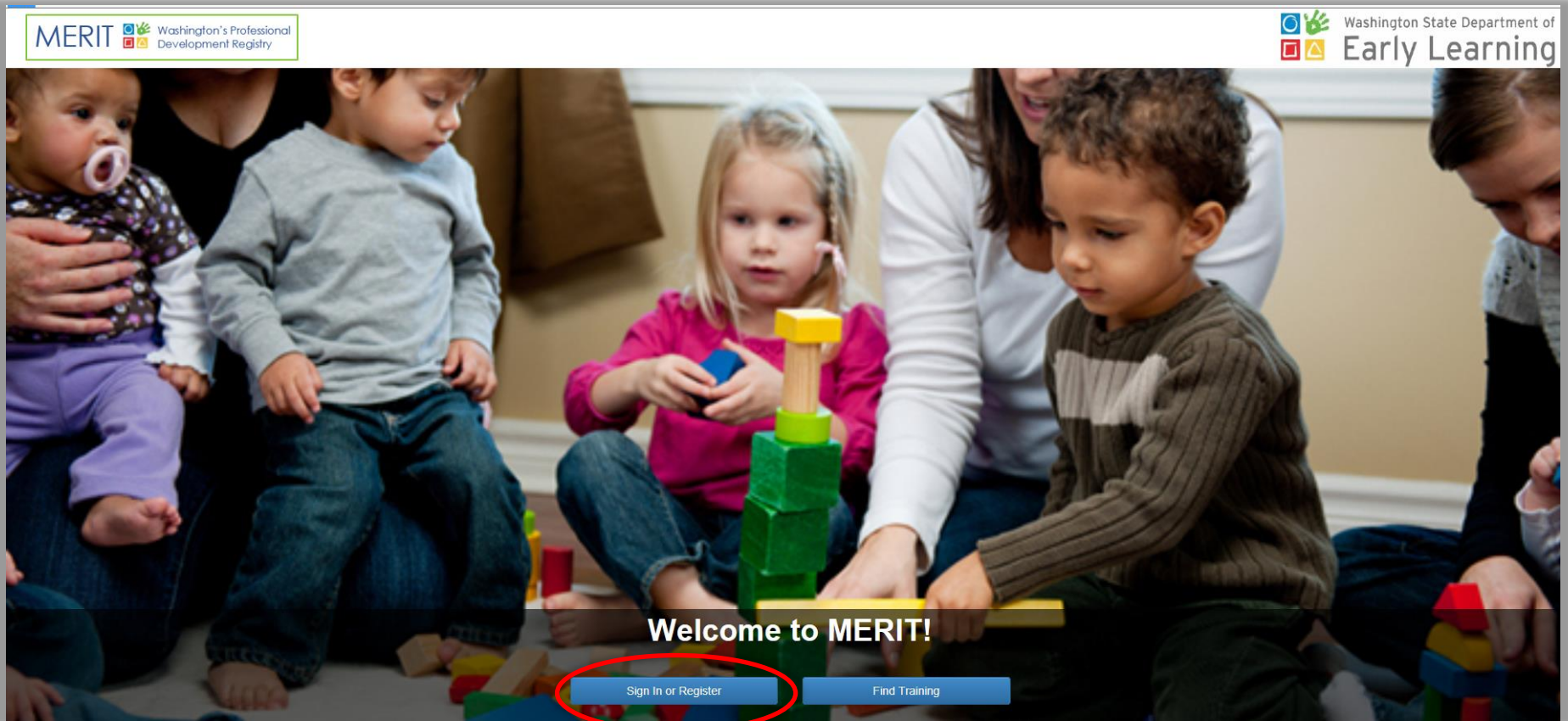
# Early Achievers Application for Level 2 – **The Step-by-Step Guide**

Nine easy steps to complete and submit your Early Achievers Application for Level 2 in MERIT

The Managed Education and Registry Information Tool (MERIT) is operated by the  
Washington State Department of Early Learning



Step 1: Log into your MERIT account at [merit.del.wa.gov](https://merit.del.wa.gov)



# Step 1: Log into your MERIT account at [merit.del.wa.gov](http://merit.del.wa.gov) (continued)

File Edit View Favorites Tools Help

DEL Apps Help

MERIT Managed Education and Registry Information Tool

News Find Training

Sign In

Username:  
alexander@email.com

Password:  
\*\*\*\*\*

Sign In

[I forgot my username](#)

[I forgot my password](#)

[Find my STARS ID](#)

MERIT Registration

If you already have a STARS number, please [click here](#) to recover your username. If you have questions, please contact MERIT Support Services at 866-482-4325 (choose option 5) or [merit@del.wa.gov](mailto:merit@del.wa.gov).

First Name:  
\_\_\_\_\_

Middle Name:  
\_\_\_\_\_

Last Name:  
\_\_\_\_\_

Birth Date:  
mm/dd/yyyy  
\_\_\_\_\_

Primary Email:  
\_\_\_\_\_

Additional Email:  
Optional  
\_\_\_\_\_

Password:  
\_\_\_\_\_

Confirm Password:  
\_\_\_\_\_

Password Hint:  
Select an item... ☐

Password Hint Answer:  
\_\_\_\_\_

Cancel Save

Password must meet the following criteria:

- At least 8 characters long
- At least one upper case letter
- At least one lower case letter
- At least one numeric digit
- At least one special character among "\$+? \_&=|%[]@#"
- Password and confirmation must match

Enter your username and password you created. Then click the blue button "Sign In."

**A. Username:** Your username will always be either your STARS ID or the primary e-mail address recorded in your MERIT record.

**B. Password:** If you have forgotten your password, you may reset it. To do this, click on "Forgot Your Password?" and follow the instructions.


## Step 2: Accessing the Early Achievers Subtab

News My Record My Education **Facility/Site** Applications Find Training

MERIT » Facility/Site

### Facility/Site Details

**Ruby Red**  
DBA as Ruby Red Place  
Olympia, WA 98502  
(360) 555-5555  
SWV Number: SWV0555555.00


 **Early Achievers**  
Status: Participating, not yet rated

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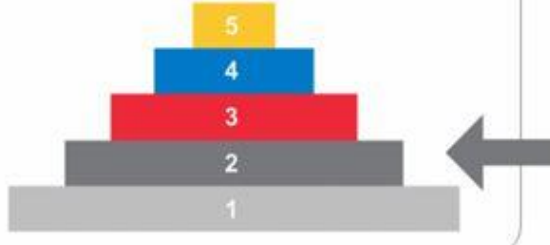
Program Type: Licensed

Provider Id		Data current as of 5/3/2016	Licensed Capacity	12 children
Facility Type	Family Child Care Home		Ages Served	From 1 month To 13 years
License Type	Non-Expiring		Current License Status	Open
Initial License Date	7/17/2007		DEL Licensor	
Anniversary Date			DEL Licensor Phone	
License Expires	Non-Expiring		DEL Licensor Email	
Primary Contact Name			Licensee Name	
Primary Contact Date of Birth			Licensee Date of Birth	

Employees Information Account Management **Early Achievers**



WASHINGTON  
**EARLY ACHIEVERS**  
PREPARING CHILDREN FOR SUCCESS IN SCHOOL





**YOU ARE CURRENTLY WORKING ON LEVEL 2.**

Level 2 is focused on professional growth and facility management practices. Level 2 activities ensure that program leaders (specifically child care directors and family child care providers) understand Early Achievers, the program standards and requirements, and the child outcome and school readiness goals of the system. To attain Level 2, programs must attend free trainings that support program improvements and policy development and complete self-assessments. All teaching staff (if applicable) must create MERIT professional records and submit any education information for verification. Select the Early Achievers Application for Level 2 on this page to access the self-assessments and online trainings. Once you have completed all of the requirements you will submit the application for approval.

After you have submitted your Early Achievers Registration application you will be taken back to the subtab for Early Achievers.

## Step 2: Accessing the Early Achievers Subtab(*continued*)

[Employees Information](#) [Account Management](#) [Early Achievers](#)



**YOU ARE CURRENTLY WORKING ON LEVEL 2.**

Level 2 is focused on professional growth and facility management practices. Level 2 activities ensure that program leaders (specifically child care directors and family child care providers) understand Early Achievers, the program standards and requirements, and the child outcome and school readiness goals of the system. To attain Level 2, programs must attend free trainings that support program improvements and policy development and complete self-assessments. All teaching staff (if applicable) must create MERIT professional records and submit any education information for verification. Select the Early Achievers Application for Level 2 on this page to access the self-assessments and online trainings. Once you have completed all of the requirements you will submit the application for approval.

QRIS Rating Improvement System (QRIS) Application

[Early Achievers Registration](#)  
[Early Achievers Application for Level 2](#)  
[Early Achievers Request for On-Site Evaluation](#)

Use this application to register for participation in Level 2 of Early Achievers, Washington's voluntary Quality Rating and Improvement System (QRIS).

Use this application to complete Level 2 of Early Achievers, Washington's Quality Rating and Improvement System. Links to the required online training modules and online self-assessments are available in this application.

Use this link to apply for an on-site evaluation to be rated for Early Achievers. This application allows you to request your initial rating, a renewal rating, or a re-rate based on your current EA participation.

Program Description

Status:  
No description exists

Add/Edit

QRIS Contact Information

**Name of Primary QRIS Contact :**   
**Email :** ruby\_red@abc.com  
**Role within the Program :** Family Child Care Licensee  
**Phone :** (360) 555-5555

Optional

**Name of Secondary QRIS Contact :**   
**Email :**  
**Role within the Program :**  
**Phone :**

Save

Click on the blue highlighted link *Early Achievers Application for Level 2*.



## Step 3: Early Achievers Application for Level 2, Facility Information

News My Record My Education Facility/Site **Applications** Find Training

MERIT » Applications » Early Achievers Application for Level 2

1 Facility Information 2 Facility Profile 3 Self-Assessment 4 Training 5 Review & Submit

Please enter information about the structure of your program.

**Contact Information**

Name of Primary QRIS Contact: Ruby Red email: ruby\_red@abc.com  
Role within the Program: Family Child Care Licensee Phone: (360) 555-5555

Optional  
Name of Secondary QRIS Contact: Please Select email:  
Role within the Program: Phone:

**Program Schedule**

Please select all that apply (check at least one box on each line):

☒ Full Day (more than 5 hours) ☐ Part Day (less than 5 hours) ☐ 24 hours  
☒ Full Year ☐ Part Year (Example: June to September)

**Children Served**

How many children are you approved to serve (ex. Licensed capacity)? Do not include dedicated school-age slots (6-12 years). 12

Ages Served. Please check all that apply:

☐ Check/Uncheck All  
☒ Infant (0-11 months) ☒ Toddler (12-29 months) ☒ Pre-School (30 months - 5 years)


Total number of children from ages 0 through 5 years currently enrolled: 5

Total number of teaching staff: 1

Total number of classrooms: 1

**Classrooms**

List classrooms by age range and capacity. You will need to assign teaching staff to the classrooms table in order to move forward in the application. Teaching staff will be pre-populated if they have listed the facility as a current employer in their personal account. Click the edit button to begin assigning teaching staff to each room.

Classroom Name	Age Range Served	Children	Teaching Staff	Schedule	HS/ECEAP	Name(s) of Teaching Staff	Delete	Edit
Rainbow	Family Home Environment	5	1	Full Day (more than 5 hours), Full Year		Ruby Red	X	

Cancel Next

### Early Achievers Application for Level 2, Step 1: Facility Information.

*Your information will auto-fill from your Early Achievers Registration application. Please make updates if any of the information has changed.*

*If your facility/site has Head Start/ECEAP slot numbers, those slots will auto-fill with numbers from the ELMS database. Those fields will **not** be editable.*

*You will need to assign teaching staff to the classroom table in order to move forward in the application. Under the "Classrooms" heading, click the edit icon and assign teaching staff to the correct classrooms. (See page 7 for detailed instructions.)*

## Step 3: Early Achievers Application for Level 2, Facility Information (continued)

**Classroom Information**  
Classroom Name:  Number of Children:  Number of Staff:   
Head Start: ☐ Early Childhood and Education Assistance Program (ECEAP): ☐

**Age Range**  
Select the age range that is served in the classroom:

**Employees**  
Please select the staff members that belong to this classroom.

	First Name	Last Name	Employment Start Date	Position Title
<input checked="" type="checkbox"/>	Ruby	Red	6/1/2012	Family Child Care Licensee
<input type="checkbox"/>				

Teaching staff will be pre-populated if they have listed the facility/site as a current employer in their personal MERIT account.

Use the check box to assign teaching staff to their primary classroom. The number of staff assigned must match the number of staff you indicate in the field box above the table.

Once you have assigned staff you can select “*Add Another*” to move to the next classroom, or “*Save*” if you are finished and are ready to be taken back to Step 1: Facility Information where you can click “*Next*” to continue to Step 2: Facility Profile.

## Step 4: Early Achievers Application for Level 2, Facility Profile

MERIT » Applications » Early Achievers Application for Level 2

1 Facility Information 2 Facility Profile 3 Self-Assessment 4 Training 5 Review & Submit

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Respond to the following questions about facility management practices. There is not a "right" answer, respond honestly about your program practices. If you have written program policy, share the policy here.

**Facility Profile**

Why are you interested in participating in Early Achievers and how have you prepared your program to begin the quality improvement process?

Response must be a minimum of 100 characters. Not to exceed 5,000 characters.

What is your policy for including children with special needs in your program?

Response must be a minimum of 100 characters. Not to exceed 5,000 characters.

What measures does your program take to support children from diverse backgrounds?

Response must be a minimum of 100 characters. Not to exceed 5,000 characters.

Tell us how your program supports the professional development of your staff. For FCC providers, tell us how you pursue professional development.

Response must be a minimum of 100 characters. Not to exceed 5,000 characters.

← Back Cancel Next →

### Early Achievers Application for Level 2, Step 2: Facility Profile.

Respond to the following questions about management practices. There is not a "right answer." If you have a written program policy, share the policy here.

*\*Please note as a security feature MERIT automatically logs out after 60 minutes of inactivity. It is suggested that you write your Facility Profile responses for the Early Achievers Application for Level 2 in a Word document and then copy/paste them into the application when they are finished to avoid losing your work.\**

Once you are done click "Next."



# Step 5: Early Achievers Application for Level 2, Self-Assessment

MERIT » Applications » Early Achievers Application for Level 2

1

2

3

4

5

Facility InformationFacility ProfileSelf-AssessmentTrainingReview & Submit

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The purpose of self-assessment is to promote reflection on current practice and build familiarity with the assessments and standards used in Early Achievers.

Please select the name of the person at your facility responsible for attending the Professional Training Series:

Ruby Red ▾

Professional Training for Self-Assessments

It is necessary to complete the Introduction to the Environment Rating Scale (ERS) & the Classroom Assessment Scoring System (CLASS) training prior to accessing the self-assessment. The training will provide an overview of the tool that will help support your self-assessment work. Please allow 10 business days from the date of taking the Introduction to ERS & CLASS for the attendance records to be posted to MERIT.

Training Title	Date Completed	
QRIS - Introduction to the Environment Rating Scale (ERS) & the Classroom Assessment Scoring System (CLASS)	11/27/2012	Required

Self Assessment

The self-assessment process in Early Achievers helps you prepare for the evaluation visit and gives you the opportunity to review quality practices you already have in place. Self-assessment results have no impact on your facility rating. Your local lead agency will help you complete your Quality Standards and ERS self-assessments. Family child care homes will complete the ERS self-assessment and the Washington Quality Standards Checklist. Child Care Centers will complete at least one ERS self-assessment per age group served (Infant, Toddler, Preschool) and the Washington Quality Standards Checklist. We recommend you complete an ERS for each classroom, as the facility will not be notified in advance about which classroom will be observed at the time of the on-site evaluation.

Title	Complete
I have completed the ERS self-assessment and Washington Quality Standards checklist	<input type="checkbox"/>

← BackNext →

Please select the name of the person responsible for attending the Professional Training Series from the drop-down menu at the top of the screen. You may click on the training titled, “Introduction to Environment Rating Scale (ERS) & the Classroom Assessment Scoring System (CLASS)” and the link will take you to the training module.

You may also access the three online training modules by going to <http://www.wachildcaretraining.com/>

The ERS self-assessment and Washington Quality Standards checklist is done offline with your TA specialist. Check the ‘Complete’ box after going over it with your TA specialist.

## Step 6: Early Achievers Application for Level 2, Training

MERIT » Applications » Early Achievers Application for Level 2

1 Facility Information   2 Facility Profile   3 Self-Assessment   4 Training   5 Review & Submit

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The Primary QRIS Contact, or the designated Secondary QRIS Contact, must complete all six trainings in order to apply for Level 2 designation. Attendance at the QRIS Professional Training Series will be entered by the state-approved Trainer and imported from the designee's professional record. If they have attended the training but it is not showing up in their training record, contact the trainer directly. Please allow 10 business days from the date of the training for the attendance record to be posted to MERIT.

Person at your facility responsible for attending the Professional Training Series: Helena Bonham-Carter

Professional Training Series

Training Title	Date Completed	
QRIS - Introduction to Cultural Competence	6/11/2012	Required
QRIS - School Readiness	6/13/2012	Required
QRIS - Strengthening Families	6/12/2012	Required
QRIS - Washington State Early Learning Guidelines	6/13/2012	Required
QRIS - Washington State Core Competence for Early Care & Education Professionals	6/13/2012	Required

← Back   Cancel   Next →

As you are completing the required trainings your attendance will be logged by the instructor. You will not be able to move to the next screen until all training attendance has been entered. You may click on the class name for the two online trainings and the link will take you to the module.

You may also access the three online training modules by going to  
<http://www.wachildcaretraining.com/>

# Step 7: Early Achievers Application for Level 2, Review & Submit

MERIT - Applications - Early Achievers Application for Level 2

1 Facility Information 2 Facility Profile 3 Self-Assessment 4 Training 5 Review & Submit

Review/Edit Data

**Contact Information** View/Edit Information

Name of Primary QRIS Contact: [Text Field] email: [Text Field]  
 Role within the Program: [Text Field] Phone: [Text Field]

Optional:  
 Name of Secondary QRIS Contact: [Text Field] email: [Text Field]  
 Role within the Program: [Text Field] Phone: [Text Field]

**Facility Information** View/Edit Information

Program Schedule: Full Day (more than 8 hours), Full Year

Children Served: How many children are you approved to serve (i.e., Licensed capacity)? 10  
 Ages Served: Infant (0-11 months), Toddler (12-29 months), Pre-School (30 months - 5 years)  
 Total number of children from ages 0 through 5 years currently enrolled: 10  
 Total number of teaching staff: 1  
 Total number of classrooms: 1

**Classrooms**

Classroom Name	Age Range Served	Number of Children	Number of Teaching Staff	Name(s) of Teaching Staff	Head Start	ECEAP
[Text Field]	[Text Field]	[Text Field]	1	[Text Field]	<input type="checkbox"/>	<input type="checkbox"/>

Do the staff members listed above have MERIT accounts?

**Facility Profile** View/Edit Information

Why are you interested in participating in Early Achievers and how have you prepared your program to begin the quality improvement process?  
 Our center has been through two national accreditations and we feel that our quality is superb. We would like to be able to further market to families the strengths of our program and our continued commitment to growth and excellence.  
 What is your policy for including children with special needs in your program?  
 We believe that all children should be served in the least restrictive environment, therefore with adaptations they should be served in a program along with their typically developing peers. Both the children with special needs and the typically developing children benefit from this environment.  
 What measures does your program take to support children from diverse backgrounds?  
 Our center follows diverse hiring practices and have a teaching staff that reflects the cultures of the children we serve. Our classrooms are multicultural and display pictures and items from a variety of cultures. We always include pictures of our student's families so that their cultures are also represented in the classrooms.  
 Tell us how your program supports the professional development of your staff. For POC providers, tell us how you pursue professional development.  
 Our center picks one Friday every quarter to attend a local STARS training series. Our staff are also currently in different stages in their particular college programs with one staff getting her CCA, another her BA and finally I am going for my Master's Degree in Early Childhood. We have all made a commitment to lifelong learning.

**Self-Assessment** View/Edit Information

Title: Complete  
 Early Achievers Self-Assessment: [2] Required

**Professional Training Series** View/Edit Information

Person at your facility responsible for attending the Professional Training Series: Heleine Bonham-Carter

Training Title	Date Completed	Required
QRIS - Introduction to the Environment Rating Scale (ERS) & the Classroom Assessment Scoring System (CLASS)	6/13/2012	Required
QRIS - Introduction to Cultural Competence	6/11/2012	Required
QRIS - School Readiness	6/13/2012	Required
QRIS - Strengthening Families	6/12/2012	Required
QRIS - Washington State Early Learning Guidelines	6/13/2012	Required
QRIS - Washington State Core Competence for Early Care & Education Professionals	6/13/2012	Required

**Applicant Assurances**

The information I provided is true and accurate. I authorize the Department of Early Learning (DEL) to enter this information into the Managed Education and Registry Information Tool (MERIT), a secure system owned and operated by DEL. I agree to and understand that:

☐ I understand that my participation in Early Achievers is voluntary.  
☐ I have read, fully understand, and will abide by the Early Achievers Operating Guidelines.

Signature: I, [Text Field], affirm that the information on this application and the supplemental documentation provided are true and correct to the best of my knowledge.  
 Date: 6/29/2012

Submit

Back Cancel

In the Early Achievers Application for Level 2, Step 5: Review & Submit, please review your answers and ensure that the information is correct.

After you have reviewed your application you will be asked to complete the applicant assurances box.

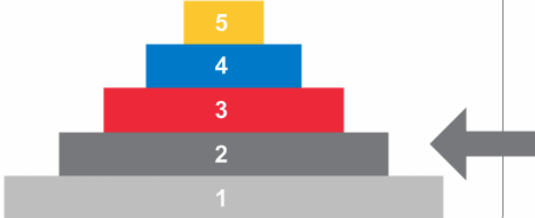

It will ask you:

- ☐ I understand that my participation in Early Achievers is voluntary.
- ☐ I have read, fully understand, and will abide by the Early Achievers Operating Guidelines.

As a signature it will ask you to type in your first and last name as they appear in MERIT. The system will auto-fill with today's date.

# Step 8: Early Achievers Application for Level 2, Confirmation

[Employees Information](#) [Account Management](#) [Early Achievers](#)



**YOU HAVE COMPLETED LEVEL 2.**

You have met all Level 2 requirements and are eligible to request an on-site evaluation. Programs should only request an evaluation when they feel confident they can meet the minimum thresholds for ERS and CLASS. Each assessed facility must score at least a 2 on Instructional Support in the CLASS, a 3.5 on Emotional Support and Classroom Organization/Emotional and Behavioral Support in the CLASS, and a 3.5 on the ERS to achieve a Level 3-5 rating. We recommend that you consult with a local technical assistance provider to review your readiness for rating.

To be considered for Levels 3-5, please submit the Early Achievers Request for On-Site Evaluation on this page. Evaluations are scheduled during three month assessment windows. Evaluation requests are approved by the QRIS Regional Coordinator.

**QRIS Rating Improvement System (QRIS) Application**

<a href="#">Early Achievers Registration</a>	Use this application to register for participation in Level 2 of Early Achievers, Washington's voluntary Quality Rating and Improvement System (QRIS).
<a href="#">Early Achievers Application for Level 2</a>	Use this application to complete Level 2 of Early Achievers, Washington's Quality Rating and Improvement System. Links to the required online training modules and online self-assessments are available in this application.
<a href="#">Early Achievers Request for On-Site Evaluation</a>	Use this link to apply for an on-site evaluation to be rated for Early Achievers. This application allows you to request your initial rating, a renewal rating, or a re-rate based on your current EA participation.

You will now be returned to your Early Achievers sub tab. You will receive an email confirmation which will contain a .pdf version of your submitted Early Achievers Application for Level 2 for your records. Your application materials will be reviewed by QRIS staff and you will receive another email confirmation once a decision has been reached.

After your Early Achievers Application for Level 2 is approved by DEL, you will have access to the Early Achievers Request for On-Site Evaluation application under the Facility/Site tab, Early Achievers sub tab. You may complete the Early Achievers Request for On-Site Evaluation when you feel your facility is ready to be rated. For more information about on-site evaluation or Level 2 designation, please refer to the Early Achievers [Operating Guidelines](#) or contact your Technical Assistance specialist.

QUESTIONS? Please contact us at [QRIS@DEL.WA.GOV](mailto:QRIS@DEL.WA.GOV)